

107.22 PUBLIC INFORMATION MEETINGS

A number of ITD construction projects, particularly those in urban areas, have a contractual requirement for the Contractor to arrange for periodic public information meetings. The public information meeting is held to keep those impacted by the project apprised of upcoming activities that may affect their access and to receive input from the public that could lessen the effect of construction activities. The public information meetings are a form of “partnering” with the public and have been very effective.

The Public Involvement Coordinator (PIC) has been charged with coordination of all meetings with the public involving the department. The PIC does not need to actually organize, conduct, or even participate in all meetings, but rather be informed of the meetings and assist when requested. The PIC is knowledgeable in effective meeting methods, preparation of news releases, etc., and can address lead-time and other requirements that are necessary for conducting appropriate public meetings.

The Resident/Regional Engineer should notify the PIC of any contracts where public information meetings are involved. The PIC should be invited to preconstruction conferences to discuss and assist in planning the meetings or a separate meeting can be arranged involving the PIC, Resident/Regional Engineer, and the Contractor. The PIC, Resident/Regional Engineer, and Contractor should all strive for a unified approach to properly respond to management or public inquiries concerning the meetings.

Additional guidelines and references for public hearings/meetings are outlined in Administrative Policies A-20-03, Public Hearings, and A-20-04, Public Hearing Officers. The Public Involvement Officer has additional information about the conduct of Public Involvement initiatives.